How to Make Changes or Updates to Provider Information on the CMS Registration Site

When modifying/updating a registration please follow the following steps:

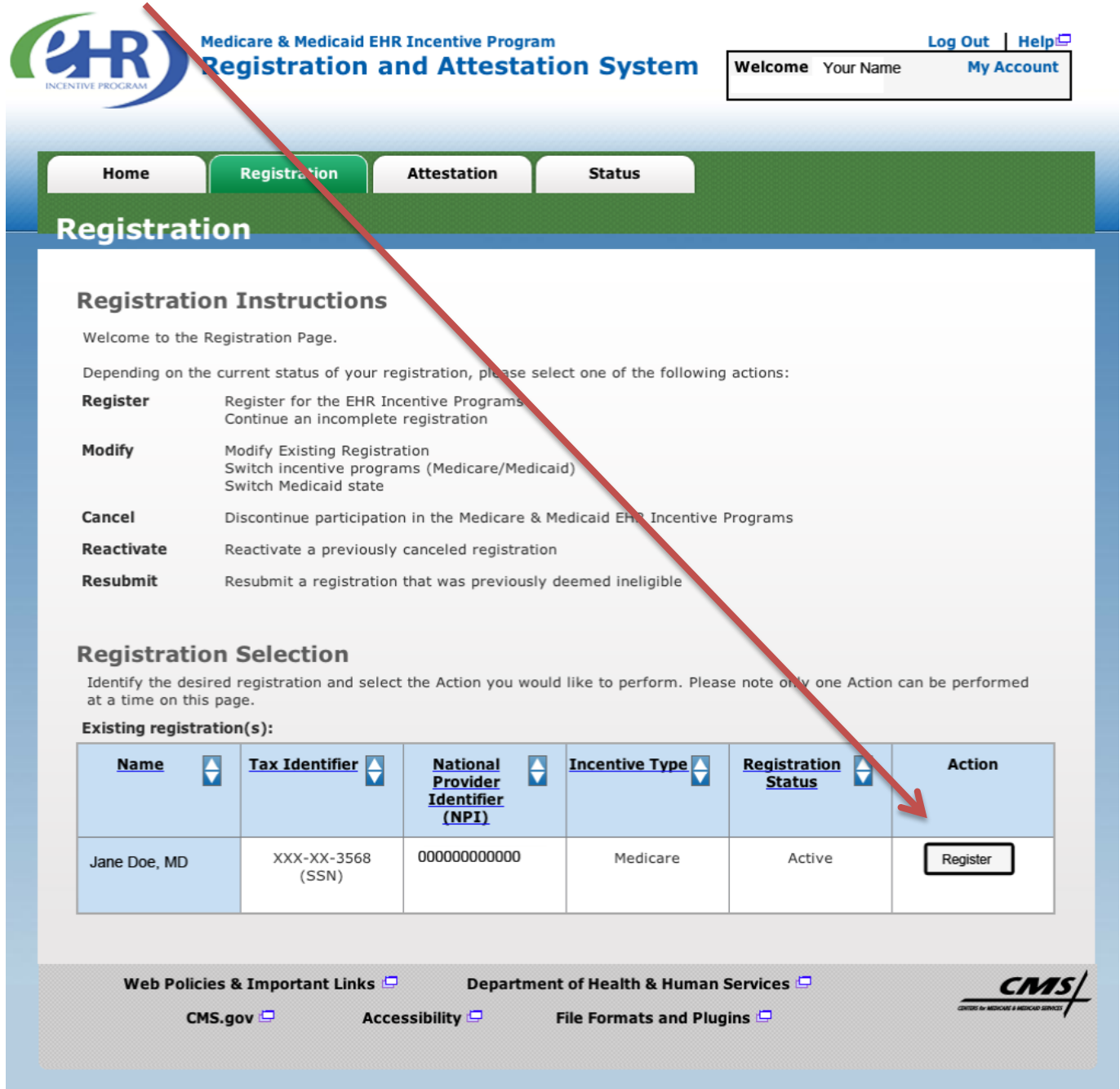1. Sign in to your registration on the CMS registration site:
http://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/RegistrationandAttestation.html

    a. Use the **National Plan and Provider Enumeration System (NPPES) User ID and Password** that was set up during the registration process.
    b. If you do not have a user ID and password or have forgotten your user ID and password:
        i. Contact the CMS External User Services (EUS) Help Desk at (866) 484-8049 (TTY (866) 523-4759), Monday–Friday, 7 a.m. – 7 p.m. Eastern Time.
        ii. Note: EUS cannot reset passwords via e-mail. You must call the Help Desk directly.

2. Click on the Registration tab (this is where you will make any updates/modifications to your registration)

3. Click on **Register** under the Title: Action

Medicare & Medicaid EHR Incentive Program
Registration and Attestation System

Log Out | Help

Welcome   Your Name   **My Account**

Home	Registration	Attestation	Status

Registration

Registration Instructions

Welcome to the Registration Page.

Depending on the current status of your registration, please select one of the following actions:

Register   Register for the EHR Incentive Programs
                      Continue an incomplete registration

Modify   Modify Existing Registration
                      Switch incentive programs (Medicare/Medicaid)
                      Switch Medicaid state

Cancel   Discontinue participation in the Medicare & Medicaid EHR Incentive Programs

Reactivate   Reactivate a previously canceled registration

Resubmit   Resubmit a registration that was previously deemed ineligible

Registration Selection

Identify the desired registration and select the Action you would like to perform. Please note only one Action can be performed at a time on this page.

Existing registration(s):

Name	Tax Identifier	National Provider Identifier (NPI)	Incentive Type	Registration Status	Action
Jane Doe, MD	XXX-XX-3568 (SSN)	000000000000	Medicare	Active	Register

Web Policies & Important Links   Department of Health & Human Services

CMS.gov   Accessibility   File Formats and Plugins

CMS
CENTERS for MEDICARE & MEDICAID SERVICES

4. Verify that the information on this page is correct.

5. If you have not previously put in your EHR Certification Number you should do that now. The registration states this is optional (it is optional for the registration) but it is mandatory for the application with the State of Maine.

6. After you put in the EHR Certification number click **Save & Continue**. If the insertion of your EHR certification number is the only update you needed to do you **MUST** continue to click **Save & Continue** all the way through until you arrive at the successfully submitted screen. If you don't submit all the way through the record will be locked and you will need to return to unlock it by repeating the process.

   a. If you have to update more areas click **Save & Continue** to move to the next screen.

   b. You can update the **contact email, address, telephone, and payee information on the next screens**.

   c. Please click **Save & Continue** until you are notified that your registration was successful.